



TO: W-2 Agencies

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SUBJECT: RCA/RMA Fair Hearings Process

**BRP/BWF OPERATIONS MEMO**

No: BRP 22-03  
BWF 22-15  
DATE: 07/29/2022

RCA <input checked="" type="checkbox"/>	RMA <input checked="" type="checkbox"/>	RMS <input type="checkbox"/>	RHP <input type="checkbox"/>
RSS <input type="checkbox"/>	RSI <input type="checkbox"/>	RYM <input type="checkbox"/>	SOR <input type="checkbox"/>
ASA <input type="checkbox"/>	ReMHI <input type="checkbox"/>	WFTCP <input type="checkbox"/>	
W-2 <input type="checkbox"/>	EA <input type="checkbox"/>	JAL <input type="checkbox"/>	

**CROSS REFERENCE:**

[45 CFR §400.83](#)  
[45 CFR §400.93\(b\)](#)

**EFFECTIVE DATE:** JULY 29, 2022

**PURPOSE:**

The purpose of this memo is to inform W-2 agencies that certain portions of the Income Maintenance (IM) Manual will be decommissioned in early 2022. One portion of the decommissioned manual included instructions pertaining to the Fair Hearing Process, which the Refugee Cash Assistance (RCA) and Refugee Medical Assistance (RMA) programs use, pursuant to [45 CFR §400.83](#) and [45 CFR §400.93\(b\)](#). Beginning on August 8, 2022, these instructions will be located in Chapter 18 of the W-2 manual.

**BACKGROUND:**

[45 CFR §400.83](#) and [45 CFR §400.93\(b\)](#) establish the federal Refugee Resettlement Program (RRP) requirement to use the Fair Hearing Process for disputes pertaining to RCA and RMA benefits. Details related to the Department of Hearings and Appeals (DHS) Fair Hearings process were previously linked to the IM manual. Upon the

decommissioning of the IM manual, these details have been moved to the RCA and RMA sections 18.2.7 and 18.3.7 of the [W-2 manual](#). The policy itself has not changed.

***POLICY:***

There have been no changes to the policy itself; the attached policy documents reflect language that has been revised only insofar as it is specific only to RCA and RMA, whereas the IM manual addressed additional programs that use the established Fair Hearing process.

***SYSTEMS OR FORMS IMPACTS***

There are no impacts to forms or systems.

***REPORTING IMPACTS***

There are no impacts to reporting.

***TRAINING***

There will be no training.

***AGENCY ACTION***

There is no agency action required at this time.

***CONTACTS***

Questions regarding these waivers should be directed to:

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***ATTACHMENTS:***

*Please reference the policy attachment below for changes to the W-2 Manual, which will be updated by August 8, 2022.*

[W-2 Policy Manual Section 18.2.7](#)

[W-2 Policy Manual Section 18.3.7](#)